

Board Meeting Minutes

Date: Tuesday 16th February 2021

Time: 7.30pm

Format: Zoom

1. Welcome

PL opened the meeting by thanking:

- Mark and PVic office for their efforts in responding to the 5 day lockdown by uploading information on the website for the benefit of members (unlike many other sports that did not post information on their respective website); and
- PVic office staff and Board Members for their continued commitment and efforts.

2. Present :

Paul Loughran (PL)
Mark Heggie (MH)
William Silcox (WS)
Georgina Wakim (GW)
Lawrie Chenoweth (LC)
Brigit Doyle (BD)
Mike Flavel (MF)
Sandra Reaburn (SR)
Roz Manester (RM)
Roy Farrance (RF) for Wildwater Report

Apologies:

None

3. Wildwater Report (Roy Farrance)

Roy provided the Board with a progress report on the proposed Wildwater Championships indicating that the committee was experiencing difficulty:

- finding a suitable venue in Victoria due to the uncertainty of water release and flow; and
- difficulty in determining a date (with the preference for August – proposed 21st and 22nd on the Big River)

Roy indicated that a number of events have been scheduled to increase awareness and participation post COVID lock-down. In particular, events:

- organized by Bendigo CC
- including:
 - Goulburn Bash – 20/21st February
 - Eildon Downriver Champs - weekend after Easter (10th/11th April)
 - 'extreme' Wildwater event on the King River in August/ September – it was noted that the Snowy Extreme – over 200 participants and is the area of Wildwater that is developing the fastest

It was noted that these events worked in well with Marathon racing schedule. Snowy Extreme.

4. Acceptance of Previous Minutes

Accepted: WS : Seconded: LC

5. Conflict of Interest

Mike Flavel commented that to comply with the PVic constitution, he has stepped down from his position as President of Kirinari Kayak Club to take up his role as a Board Members of PVic.

Brigit Doyle enquired whether it was acceptable to be Chair of a Sub Committee. It was agreed that this is acceptable and presented no conflict there.

6. Child Protection - None

7. Matters Arising from Previous Meeting

- a. **PFD exemption** for Flatwater Sprint from Marine Safety Victoria (MSV) from the current laws. Still a few issues outstanding as MSV are overwhelmed at the moment. Mark reported that he is hopeful of a meeting and resolution in March.
- b. **Polo asset register** is still ongoing while investigating where the equipment is and if the equipment is still viable.
- c. **Casual Staff:** This will be discussed later in the meeting.
- d. **Financials** re the Sprint Event
No budget has been received as yet. GW to follow up with Committee members to submit the budget through to the Board. Sprint Committee will meet to discuss.

8. UPM Update

• Financial Workflow (William)

Work in progress. WS has spoken to Kate Cohen (PA)
Will set up a meeting with Kate, Sandra and Mark.

• Workforce Workflow (Lawrie)

Sandra has provided Lawrie with job descriptions for each PV employee and what category they fit into. The Board determined that it was important to source a copy of contracts for PVic staff to ensure we are compliant with HR/Employment laws. Copies of position descriptions, contracts and any other relevant documents will be forwarded to PA who will review to ensure compliance. LC thanked Sandra for her support.

• Strategic Priorities Workflow (Vic)

No update

• Affiliation fee presentation

Mark and Sandra provided an overview of the process to determine Affiliation fees. Historically PVic paid PA an affiliation fee via a logarithm based on the amount of members and population of the state – noting that this system was set up some time ago, under different context. PA now proposes to replace the affiliation fee with a 50/50 split of the GoMembership fee.

It was noted that PV would be negatively impacted by this model. From our 2019-20 figures we would lose approximately \$52,000.00. PA Board agreed that no State Paddling Association (SPAs) would be disadvantaged by any changes resulting from the introduction of a new financial model. However, having received 'compensation' to mitigate against the financial disadvantage experienced by PVic, PA indicated that it was going to withdraw its commitment to compensate PVic. It was noted that a number of other SPAs would also financially disadvantaged and did not support the proposal for a 50/50 split.

PL reiterated that PV is supportive *'in principal'* of the UPM model (including the financial workflow component), however this support was contingent on a number of fundamentals including, any proposal/new initiative:

- should not result in any SPA being worse-off
- should be 'flexible' to accommodate the different needs of each SPA
- should include a review after 12 months to assess the impact and effectiveness of the new proposal/initiative

It was also noted that PVic's revenue is limited to 3 sources, namely Membership fees, Government grants and income generated from our education programs.

All Board members spoke of their concern about this negatively impacting Paddle Victoria and PA making themselves available to speak to our Board.

ACTION: Board to be advised on the position of other SPAs (Mark to speak to other States to gauge their reaction)

ACTION: Invite PA to attend our next Board meeting to discuss the issue (MH to action).

ACTION: PVic office to prepare a document for the Board that outlines the impact of the financial modelling proposed by PA compared to the historical extrapolation (Sandra to action)

9. Financials (SR)

- Monthly report

As of 31st January, we recorded a \$97,000.00 profit compared to \$34,000.00 profit this time last year.

This year's profit is due to receiving Government Grants of a total of \$112,000.00.

Without these grants we would only be at a \$15,000.00 loss.

Education is tracking at a slight loss but this should turn around at the end of February.

The Membership threshold has been reached at \$82,000.00

Membership numbers have been steadily increasing.

Discipline Finances

Marathon - \$1,700.00 loss (Depreciation)

Canoe Polo - \$2,500.00 loss (Depreciation)

Slalom - \$9,000.00 profit. Have received 2 COVID relief grants and 1 Safety Training Grant

Sprint - \$735.00 loss but this will change when Vic Champ money is received

Wildwater – No change in finances

PL commented that of the 34 Affiliated Clubs – 18 Clubs have experienced an increase in Membership numbers.

All agreed that post COVID lock-down, getting paddlers excited, engaged and out on the water paddling is a high priority.

PV Education

RM commented on the amount of Coaches and Guides available to work on PV programs which have helped run the increase in the number of Education programs.

The Education department has grown along with increased community awareness of PVIc brand and its Education program.

Board members commented on the:

- positive effect of using social media channels to increasing exposure resulting in more enquiries fielded by PVIc office and Clubs.
- increase in interest by volunteers

MF mentioned that paddling has benefited by COVID in that people have changed their lifestyle and look to recreational paddling in a different light.

It was agreed that this the 'recreational' aspect of paddling is an opportunity and challenge that the PVIc Board needs to prioritize in 2021 along with the need to get our messaging right about the value and benefits of being a financial Member.

10. Conduct, Compliance and Risk Management

This item is a reminder that the Board has a Financial, HR and a Health and Wellbeing responsibility and needs to conduct due diligence and be on aware of Risk Management and Conduct Compliance.

BD queried the availability of a junior specific Code of Conduct. (Aged 8 – 16)

MH confirmed that we can use the Paddle Australia Code of Conduct as part of the UPM, however this doesn't address the junior aged Code of Conduct.

BD needs the code to look at behavior towards the child as well as the expectations of the child (that is, how they should behave as participants of the program).

Mark commented that as part of a small sport, we are all "the Keepers" of the organization. We are all connected with our members and it's our responsibility to look out for these things.

The Board noted that is an area that required a nationally consistent approach that should be led by PA and would enhance the rationale and support for UPM model.

ACTION: Discuss with other SPAs and PA (Mark to speak to PA and other States).

PL commented on the 5 day snap lockdown indicating that we all need to be prepared for the prospect of future lockdowns along with a plan to communicate effectively with our members.

It was agreed that accuracy and timeliness of our messaging to our clubs and members is important as is the need to constantly reach out to clubs, disciplines and members to determine ways in which PVIc can provide support such as:

- facilitating access to technology such as zoom capability, to allow clubs to meet and stay connected
- advertising State/Federal Grants such as <https://sport.vic.gov.au/grants-and-funding/our-grants/sporting-club-grants-program>

- sharing stories and experience from clubs, disciplines and individual members that lead to increase participation

11. Other Business

- Polo update regarding hosting national event in October 2021.
Victoria has offered to host the National event at Nagambie. Dale (Polo Chair) and Polo committee feel supported and prepared to run this event.
Board agree to support this initiative

ACTION: Mark to advise to Polo Committee of PVic support.

- Update on Education activity (Roz)
Education Programs have increased and the demand for more paddling programs has increased. Programs being put in place to encourage paddlers to do more than just the basic skills programs and developing progression plans for them.
Flatwater Guide Training programs have increased and we are doing more than just training up the guides by offering paddling skills programs for their students and canoe hire for their schools camps.
This year is seeing many and varied paddling programs being offered to Schools and the Community.
- Update on Purchase of vehicle
Currently a shortage of second hand vehicles at an increased cost of \$45000.00 rather than the predicted \$25000.00
Education has managed to hire vehicles in the interim.

Any other Business

Marathon Proposal

John Young (Marathon Chair) has forwarded a proposal to the Board.

John and his Vic Committee are fully committed to running the event if allowed and will go on planning to until advised otherwise by either PA or PV Board.

The event will run with reduced numbers and will potentially run at a loss.

The Board was unanimous in its resolve to support disciplines as part of its post COVID commitment to grow awareness and participation in paddling. It was noted that PV currently has a small financial surplus that can be used to support high value activities such as the one proposed by Marathon.

Meeting Close: 9:25pm

12. Next Meeting

Tuesday 16 March @7.30pm